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**Personnel**

**TRAINED PERSONNEL REQUIREMENTS**

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This instruction shows people how to allocate personnel resources for training and individual skills in order to satisfy the officer and enlisted Trained Personnel Requirement (TPR). It implements AFD 36-26, *Military Force Management*. See **Attachment 1** for the terms used in this instruction.

**1. The TPR Process.** The Air Force uses this process to allocate officer and enlisted accessions and crossflows (retrainees) for training. Doing so ensures enough trained people are in each skill to accomplish the mission. This process compares projected authorizations to projected assigned strength, specifies the number of people for training, and matches them to class seats in order to achieve a desired overall projected manning rate for the skill.

**2. TPR Managers.** To program officer or enlisted accessions, initial training, cross-training and retraining, TPR managers:

2.1. Prepare a TPR, including needed figures, for their respective populations and provide a copy to HQ USAF/DPXF by 1 February of each year.

2.2. Forward through HQ USAF/DPXF any correspondence sent to HQ USAF/DP regarding the TPR, or total manning for an officer or enlisted career field or specialty. This permits HQ USAF/DPXF to function as the HQ USAF/DP focal point for all TPR matters.

**3. Air Force-Wide Programming.** This programming depends on the current budget, projected force structure changes, base closures, etc. HQ USAF/DPPR determines actions required to meet the total end strength including the number of accessions, and accession mix by source for officers and enlisted members.

3.1. HQ USAF/DPPR details the aggregate number of officer accessions as specified below and provides them to the applicable TPR managers to allow timely completion of the TPRs (see **Attachment 2** through **Attachment 8**).

3.2. HQ USAF/DPPR coordinates the officer numbers with HQ USAF/DPXOA and HQ USAF/DPXOF and forwards them to HQ AFMPC/DPMAPPO, who determines broad functional categories by accession source (**Figure 1**).

3.3. HQ USAF/DPPR provides the projected enlisted accession level to HQ USAF/DPXF for their use in building the enlisted TPR.

#### 4. Individual Skill Programming:

4.1. Based on the Air Force-wide numbers, the TPR managers prepare a preliminary TPR, broken down into Air Force specialty codes (AFSC), and coordinate it through the appropriate functional resource managers for review and adjustment.

4.2. Based on the Air Force-wide numbers, the TPR managers prepare a preliminary TPR, broken down into Air Force specialty codes (AFSC), and coordinate it through the appropriate functional resource managers for review and adjustment.

**Figure 1. Officer Accession Program (HQ USAF/DPPR).**

	FY9X	FY9X	FY9X	FY9X	FY9X	Total
Non Line						
SG						
JA						
HC						
Line						
Recall						
USAFA						
OTS						
ROTC						
Accession						
Production						
Carryover						
To ARC						
Total						

4.3. Once the review is complete, the manager finalizes the TPR and provides it to HQ USAF/DPXF and to the appropriate accession or training managers to schedule accessions and training for the future fiscal years (FY).

#### 5. Projected Manning Data:

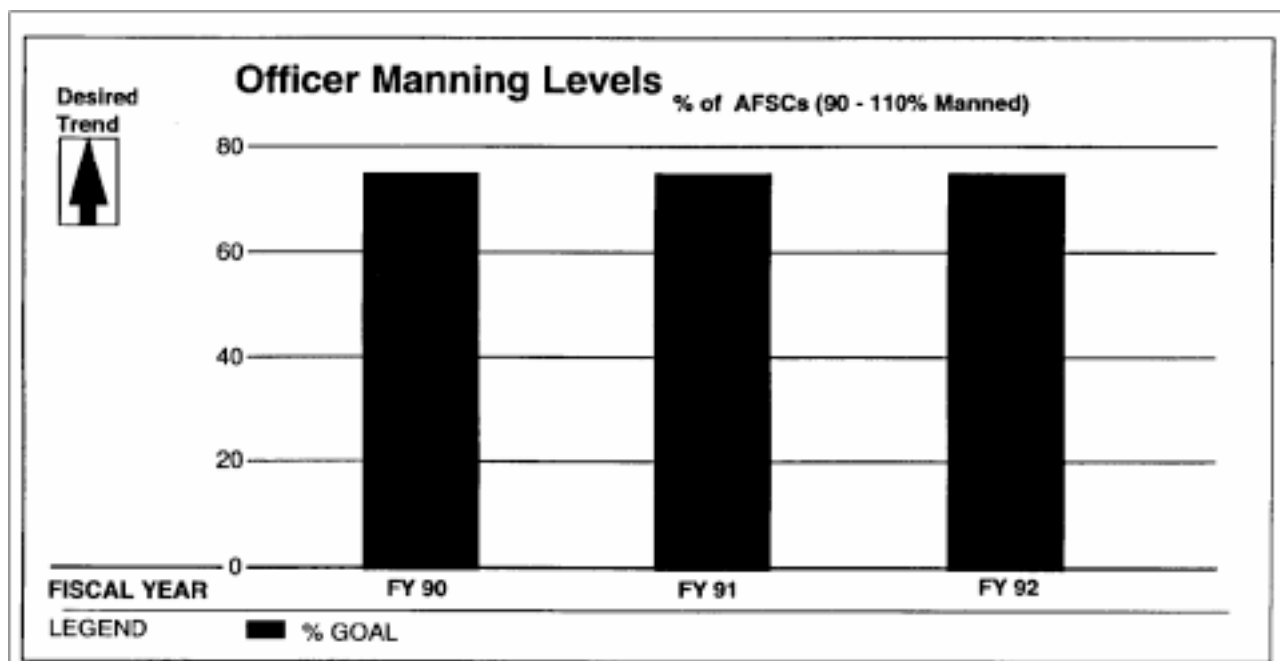
5.1. Each TPR manager will compile the following data (**Figure 2**.) showing projected manning levels for the population for the current and next 2 years (as of 30 September) and forward it to HQ USAF/DPXF not later than 1 February. HQ USAF/DPXF will prepare the summary chart at **Figure 3**. Do not continue reporting during emergency conditions or during **MINIMIZE**. Complete this report using RCS: HAF-DPP (A) 9369.

5.1.1. As supporting data, the managers will include narrative remarks which explain the cause of, and proposed actions to remedy, manning for any individual skill which is projected to be less than 90 percent or greater than 110 percent. Also include an AFSC prioritization plan whenever resources are insufficient to man all skills at 100 percent.

**Figure 2. Projected Manning Data (All TPR Managers).**

AFSC Title	Current FY			Next FY			Next FY	
	Auth	Asgn <sup>+</sup>	%	Auth	Asgn <sup>+</sup>	%	Auth	Asgn <sup>+</sup> %
XXXX								
XXXX								
<b>Total</b>								
* <b>Rated:</b> Exclude banked pilots								
<b>Non-Rated:</b> Indicate separately the number of banked pilots and Reserve Office Training Corps (ROTC)/United States Air Force Academy (USAF) delays that are included in each AFSC.								

**Figure 3. Officer Manning Levels.**



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**Attachment 1****GLOSSARY OF TERMS*****Terms***

**Accession—(ACC).** A new recruit coming on extended active duty from civilian life or from training such as the Air Force Academy.

**Aggregate.**—Total number of officers and/or enlisted personnel in the Air Force.

**Banked Pilots.**—Officers who have completed Undergraduate Pilot Training but are serving in a nonflying Air Force speciality before their first operational tour.

**Beginning Inventory.**—End strength from previous fiscal year.

**Control AFSC Change (CAC - Enlisted).**—Change to Control Air Force Specialty Code.

**Crew Available Cycle (CAC - Officer).**—Missile officers completing initial crew tours.

**Cross-flow (X-Flow).**—Officers retraining from one speciality to another. (See Retraining below).

**Direct Duty Assignment (DDA).**—Assignment to a unit directly from basic training.

**Disaggregate.**—A portion of the total aggregate number, i.e., a single speciality, corps, etc.

**Eliminee—(Elim).** Officer or enlisted member who does not complete scheduled training course.

**Inventory with Authorized Starts.**—End of FY inventory including programmed new force structure changes.

**Medical—Service Speciality Officer Planning Document (MSSOPD).** Document which lists medical corps by Air Force specialty code authorization breakout.

**Non-Prior Service (NPS).**—Individuals who enter the military with no previous military experience.

**Non-Rated.**—Officers not classified as pilots or navigators.

**On-The-Job—Training (OJT).** Training done at the unit of assignment.

**Prior Service (PS).**—Individuals who enter the military with previous military experience.

**Rated.**—Officers who are pilots or navigators.

**Remaining Inventory.**—The number that is left after the loss or gain adjustments have been made.

**Retraining.**—See Cross Flow above. Normally used with enlisted training.

**Temporary Gains (Temp Gains).**—Temporary gains into the Air Force speciality code (for example, banked pilots).

**Trained Personnel Requirement (TPR).**—Number of personnel programmed to be trained against Air Force requirements.

**UFT.**—Undergraduate Flying Training (includes both pilot and navigator training).

**X-Flow Delta. (Cross-Flow—Delta).** Difference between the number of officers who crossflow in to an Air Force speciality code and those who crossflow out. This number is based on historical data.

**Attachment 2****HEADQUARTERS, UNITED STATES AIR FORCE (HQ USAF) RESPONSIBILITIES**

**A2.1. HQ USAF/DPXF** manages, coordinates, and oversees the TPR process for the Air Force and HQ USAF/DP.

**A2.2. HQ USAF/DPXFA** coordinates with officer accession sources to ensure the officer production needs of the Air Force are filled.

**A2.3. HQ AFMPC/DPMRS** programs the distribution of accessions and training for nonrated line officers to meet Air Force requirements.

**A2.4. HQ USAF/DPXOF** determines officer accessions and training needed to meet Undergraduate Flight Training (UFT) production goals.

**A2.5. HQ USAF/HCP** programs officer accessions and training of chaplains, by religious denomination, to meet Air Force requirements.

**A2.6. HQ USAF/JAX** programs officer accessions and training of legal officers to meet Air Force requirements.

**A2.7. HQ USAF/SGH** programs officer accessions and training for the medical, dental, nurse, biomedical sciences and medical service corps to meet Air Force requirements.

**A2.8. HQ USAF/DPXFS2** programs the distribution of all enlisted accessions and training or retraining to meet Air Force requirements.

## Attachment 3

## NONRATED LINE TRAINED PERSONNEL REQUIREMENT

## A3.1. HQ AFMPC/DPMRS:

A3.1.1. Develops the nonrated line officer TPR to depict accession, crossflow, and training requirements.

A3.1.2. Completes the data in **Figure A3.1.**, sends it to AFMPC/DPMAPO by 15 January and to HQ USAF/DPXF by 1 February for the current year and the following 2 FY TPRs, (for example, Feb 93 for final FY93 and FY94/FY95 plans). DPMAPO matches requirements to officers being accessed and forwards product to HQ AETC to schedule training. Do not continue reporting during emergency conditions or during **MINIMIZE**. This report will be completed via RCS: HAF-DPP(A)9370.

**Figure A3.1. Non-Rated Line TPR (AFMPC/DPMRS).**

	Beg Inv	Loss Proj	XFlow Delta	Rem Inv	Acc	Elim	CAC
FY9X							
FY9X + 1							
FY9X + 2							
Total							

A3.1.3. Projects beginning year inventory based on final end strength from the previous year.

A3.1.4. Matches officer inventory against the projected end year required authorizations to determine the number of accessions needed for each AFSC.

A3.1.5. Compiles officer accessions from all sources including: the Reserve Officer Training Corps (ROTC) program, the U.S. Air Force Academy (USAFA), the Officer Training School (OTS), and recalled officers.

A3.1.6. Determines additional training requirements for technical training eliminees, missileers completing initial crew tours and officers cross-training.

A3.1.7. Matches accessions, cross-trainees and temporary gains (banked pilots, ROTC recategorized officers, Air Force Academy officers delayed entry into UFT) to AFSCs to ensure career field sustainment, equitable manning, and to maintain a smooth flow TPR. Puts numbers into the TPR format and adjusts for any peaks and valleys.

A3.1.8. Prepares and sends information required by **Figure 2.** in paragraph 5.1.1.

## Attachment 4

**TRAINED PERSONNEL REQUIREMENT--OFFICER RATED FORCE****A4.1. HQ USAF/DPXOF:**

A4.1.1. Develops the rated officer TPR to depict both pilot and navigator accession and training requirements to meet UFT production goals.

A4.1.2. Determines the total number of UFT inputs by applying historical attrition rates (obtained from HQ USAF/XOOT and HQ AETC/DOP) to UFT production rates. HQ USAF/XOOT sets UFT production rates based on major command ability to absorb UFT graduates.

A4.1.3. Provides training requirement information in the format outlined below and sends it to AFMPC/DMPAPO/DPMROY3.

**Figure A4.1. Pilot TPR (HQ USAF/DPXOF).**

	FY9X	FY9X	FY9X
Entry Year			
Seats			
Production Rate			
Source	USAFA	USAFA	USAFA
	ROTC	ROTC	ROTC
	OTS	OTS	OTS
	AD	AD	AD
	TOTAL	TOTAL	TOTAL

**Figure A4.2. Navigator TPR (HQ USAF/DPXOF).**

	FY9X	FY9X	FY9X
Entry Year			
Seats			
Production Rate			
Source	USAFA	USAFA	USAFA
	ROTC	ROTC	ROTC
	OTS	OTS	OTS
	AD	AD	AD
	TOTAL	TOTAL	TOTAL

A4.1.4. DMPAPO schedules pilot and navigator candidates for training using the UFT class schedule information from HQ AETC.

A4.1.4.1. DMPAPO matches the training requirements to officers being accessed and active duty officers cross-flowing to the pilot or navigator career fields. UFT inputs from the ROTC Program, the USAFA, OTS, and active duty officers.

A4.1.4.2. For Undergraduate Pilot Training (UPT), no single source can provide more than 50 percent of any FY's training quota.

A4.1.5. HQ USAF/DPXOF will provide the same information in tables above to HQ USAF/DPXF not later than 1 February of each year and will cover the current fiscal year, plus the following 2 FY TPRs (for example, Feb 93 for the final FY93 and FY94/FY95 plans).

A4.1.6. HQ USAF/DPXOF will prepare and send information required by **Figure 2.** in paragraph 5.1.1.



## Attachment 5

## TRAINED PERSONNEL REQUIREMENT--OFFICE OF THE CHIEF OF CHAPLAINS

## A5.1. HQ USAF/HCP:

A5.1.1. Develops the Chaplain (HC) TPR to depict accession and training requirements

A5.1.2. Completes the format outlined in **Figure A5.1.** as applicable, and sends it to HQ USAF/DPXF before 1 February each year for current and the following 2 FY TPRs (for example, Feb 93 for the final FY 93 and FY 94/95 plans).

**Figure A5.1. Chaplain TPR (HQ USAF/HCP).**

	Beg Inv	Loss Proj	XFlow Delta	Rem Inv	Acc	Elim	CAC
AFSC							
FY9X							
FY9X + 1							
FY9X + 2							
Total							

A5.1.3. Recruits Chaplain candidates to enter extended active duty (EAD) who will complete undergraduate and graduate professional education requirements before commissioning and are endorsed by their religious denominations to serve as Air Force chaplains.

A5.1.4. Selects from those endorsed, the Chaplains who are best qualified to meet Air Force needs. Selectees will be eligible for direct appointment commission and EAD.

A5.1.4.1. Schedules commissioned Chaplains to attend a 2-week Air Force Officer Orientation Course and a 4-week Chaplain Orientation Course.

A5.1.5. Prepares and sends information required by **Figure 2.** in paragraph 5.1.1.

Attachment 6

TRAINED PERSONNEL REQUIREMENT--OFFICE OF THE JUDGE ADVOCATE GENERAL

A6.1. HQ USAF/JAX:

- A6.1.1. Develops the Judge Advocate General (JAG) TPR to depict accession requirements and sources and training requirements.
- A6.1.2. Completes the format outlined in **Figure A6.1.** as applicable, and sends it to HQ USAF/DPXF before 1 February of each year for the current and the following 2 FY TPRs (for example, Feb 93 for the final FY93 and FY94/95 plans).

Figure A6.1. Staff Judge Advocate TPR (HQ USAF/JAX).

	Beg Inv	Loss Proj	XFlow Delta	Rem Inv	Acc	Elim	CAC
AFSC							
FY9X							
FY9X + 1							
FY9X + 2							
Total							

- A6.1.3. Determines requirements by reviewing authorizations and attrition rates to forecast accession needs.
- A6.1.4. Reviews accession methods and projected accessions in current pipeline.
- A6.1.5. Adjusts the accession pipeline to meet requirements.
- A6.1.6. Prepares and sends information required by **Figure 2.** in paragraph 5.1.1.

**Attachment 7****TRAINED PERSONNEL REQUIREMENT - OFFICE OF THE SURGEON GENERAL****A7.1. HQ USAF/SGH:**

A7.1.1. Develops the Surgeon General (SG) TPR to depict accession and training requirements for the medical, dental, nurse, biomedical sciences, and medical service corps.

A7.1.2. Completes the data below, by corps and AFSC, and submits it to HQ USAF/DPXF before 1 February of each year for the current and the following 2 FY TPRs (for example, Feb 93 for the final FY93 and FY94/95 plans).

**Figure A7.1. Surgeon General TPR (HQ USAF/SGHP)**

	Beg Inv	Loss Proj	Known Access	Rem Inv	MSSOPD Auth	Over/ Short
CORPS						
AFSC						
FY9X						
FY9X + 1						
FY9X + 2						
TOTAL						

**A7.2.** The data source for the SG TPR consists of the current inventory from HQ AFMPC/DPMMU, authorizations from the Medical Service Speciality Officer Planning Document (MSSOPD) from HQ USAF/SGHP and loss projections from HQ USAF/SGR. "Known accessions" include training output (those entering extended active duty from the Reserves) and recruiting production.

A7.2.1. Following commissioning, selected officers attend the Military Indoctrination for Medical Service Officers (MIMSO) course as prescribed by the current MIMSO attendance SG policy letter.

A7.2.2. HQ USAF/SGH will prepare and send information required by **Figure 2.** in paragraph 5.1.1.

Attachment 8

TRAINED PERSONNEL REQUIREMENT--ENLISTED FORCE

A8.1. HQ USAF/DPX FS2:

- A8.1.1. Develops the enlisted TPR to depict accession, training, and retraining requirements.
- A8.1.2. Completes the format outlined below and sends it to HQ USAF/DPXF not later than 1 February of each year for the current and the following FY TPR, (for example, Feb 93 for the FY93 and FY94 plans).

Figure A8.1. Enlisted TPR (HQ USAF/DPXFS)

	Tot	Tot		Tot			OJT			
	TPR	Tech	NPS PS	Ret	Oth	PS	Ret	DDA	CAC	Oth
AFSC										
FY9X										
FY9X + 1										
TOTAL - All AFSCs										

- A8.1.3. Computes the TPR using models and data bases in the Enlisted Force Management System. Models then "age" the trained strength through the end of the affected FY by projecting the impact of force management programs, for example, gains, losses, retraining etc., on the trained strength.
  - A8.1.3.1. .Compares the aged strength to projected fourth quarter authorizations. TPRs are constrained to fiscal year resources (available Non-Prior Service (NPS) and retrainees).
- A8.1.4. Coordinates TPRs with functional and resource managers. Participants at the TPR conference finalize TPRs as they review all skills. TPR conferees determine whether the Air Force can meet production levels and whether they must make flow applications to reduce or eliminate schoolhouse turbulence.
- A8.1.5. Prepares and sends information required by **Figure 2.** in paragraph 5.1.1.